

POLICY STATEMENT 30 | CONSULTATION**UNCONTROLLED DOCUMENT WHEN PRINTED****Effective date of Implementation:** 8 April 2014**Rationale:**

Amendments to the AN(OT)O and the introduction of the OTARs require the co-operation of the DCAs and the OT civil aviation industry. It is also essential that the regulatory framework is considered by as wide a cross-section of the industry as possible, with the widest possible knowledge of operations in the OTs, in order to ensure their relevance and effectiveness. In addition, the Objectives from the CAA require ASSI to consult widely within the Overseas Territories as required on the development of OTARs. ASSI also produces other material such as Policy Statements, OTACs and Technical Procedures (TPs) on which the views of DCAs and industry are important to the development process.

The consultation process is designed to promote effective two-way communication, both internally and externally, in accordance with ASSI Board Resolution No 1 and ASSI's 'Value' of Inclusivity.

Finally, it is desirable that formal consultation processes are defined and clear to all to ensure maximum transparency.

Policy Statements:

Consultation will take place according to the document concerned as set out below.

1. AN(OT)O amendments and OTARs

These will be placed on the ASSI website normally for a period of 12 weeks and an email message sent to those registered to receive automatic notification for the subject area. However, for editorial changes to OTARs which do not affect the substance of the requirements this period may be shortened.

2. Policy Statements

Except in the case of purely editorial amendments, the consultation period will be 4 weeks. DCAs will be sent copies of draft Policy Statements by email with a request for comment or agreement. Manager Policy & Rulemaking will determine the mode of general consultation depending upon the scope, relevance and potential effects of the policy. The method may include any or all of the following:

- Policy Statement placed on the Exchange area of the ASSI website for DCAs and ASSI staff; or
- Policy Statement placed on the Exchange area of the ASSI website and emailed to OTAA and ASSI staff for added impact; or
- Policy Statement placed on the main web site – with email advice provided to all registered for notification for the subject area.

3. **Other Documents**

Manager Policy & Rulemaking will determine the mode of consultation used for the State Safety Programme, OTACs, TPs and, if necessary Procedures, dependent upon the scope, relevance and potential effects of the material and may include any or all of the following:

- Document placed on the Exchange area of the ASSI website for DCAs and ASSI staff; or
- Document placed on the Exchange area of the ASSI website and emailed to DCAs and ASSI staff for added impact; or
- Document placed on the main web site – with email advice provided to all registered for notification for the subject area.

Alternatively, the process of consultation may include the use of conferences, workshops, road shows and the formation of specialist working groups. However, prior to publication the output from such fora will also be circulated to the relevant parties for final comment.

4. **Record of Consultation**

Comments will be accepted in any non-verbal form but are preferred by email. A comments log containing all comments (or a summary where several similar comments are received) and responses to consultation on AN(OT)O amendments, or new or revised OTARs will be published on the ASSI website. This log will include ASSI response to all comments received and an explanation of the action taken. A formal comment log will not be published for other documents but a summary record of comments will be retained by ASSI. There is no need to record a formal comments log for those documents which have been developed through working groups, seminars and conferences.